Saving Data For Move

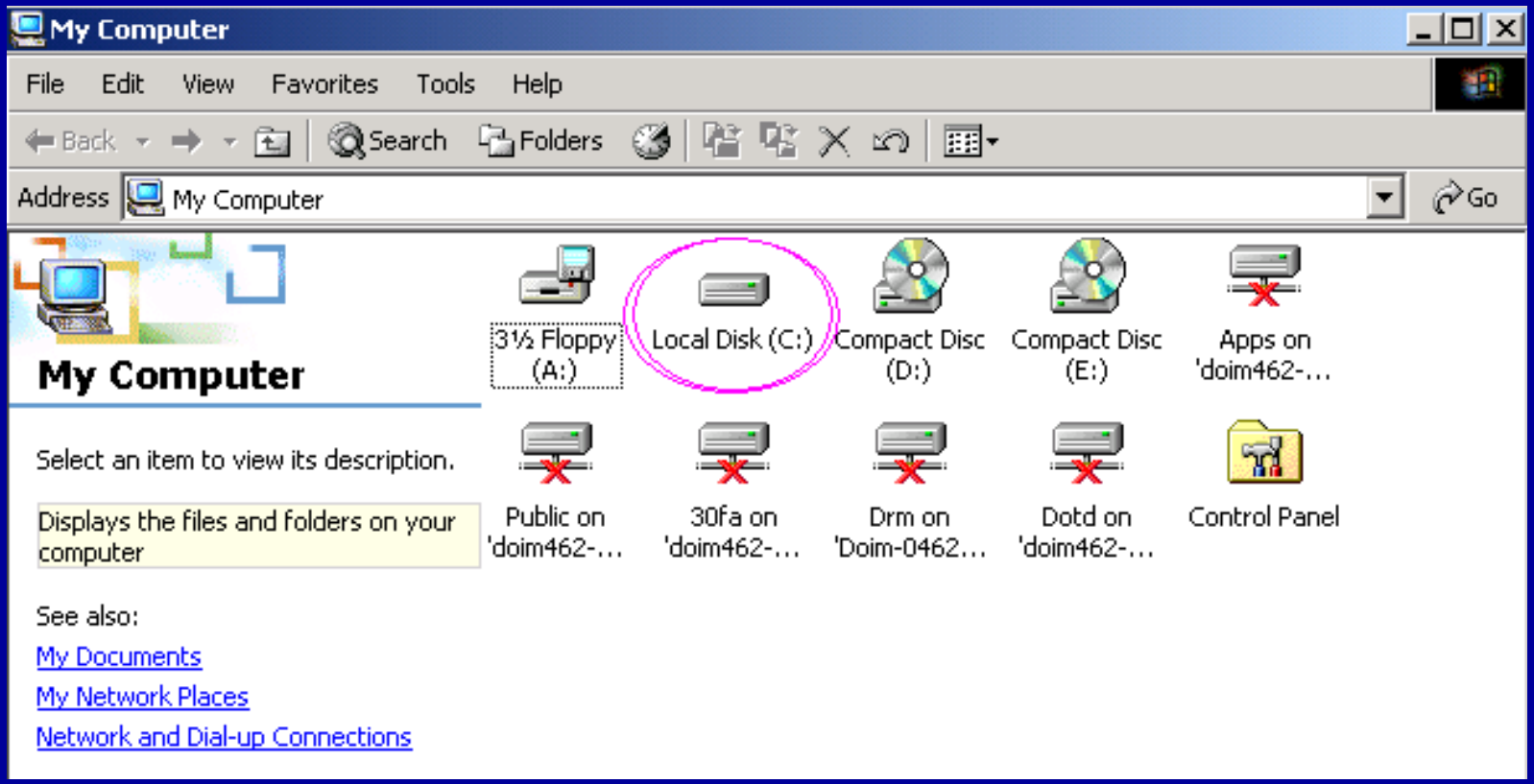
Before you move to a new computer, follow the sequence on the following pages.

Step 1:

Double Click “My Computer”

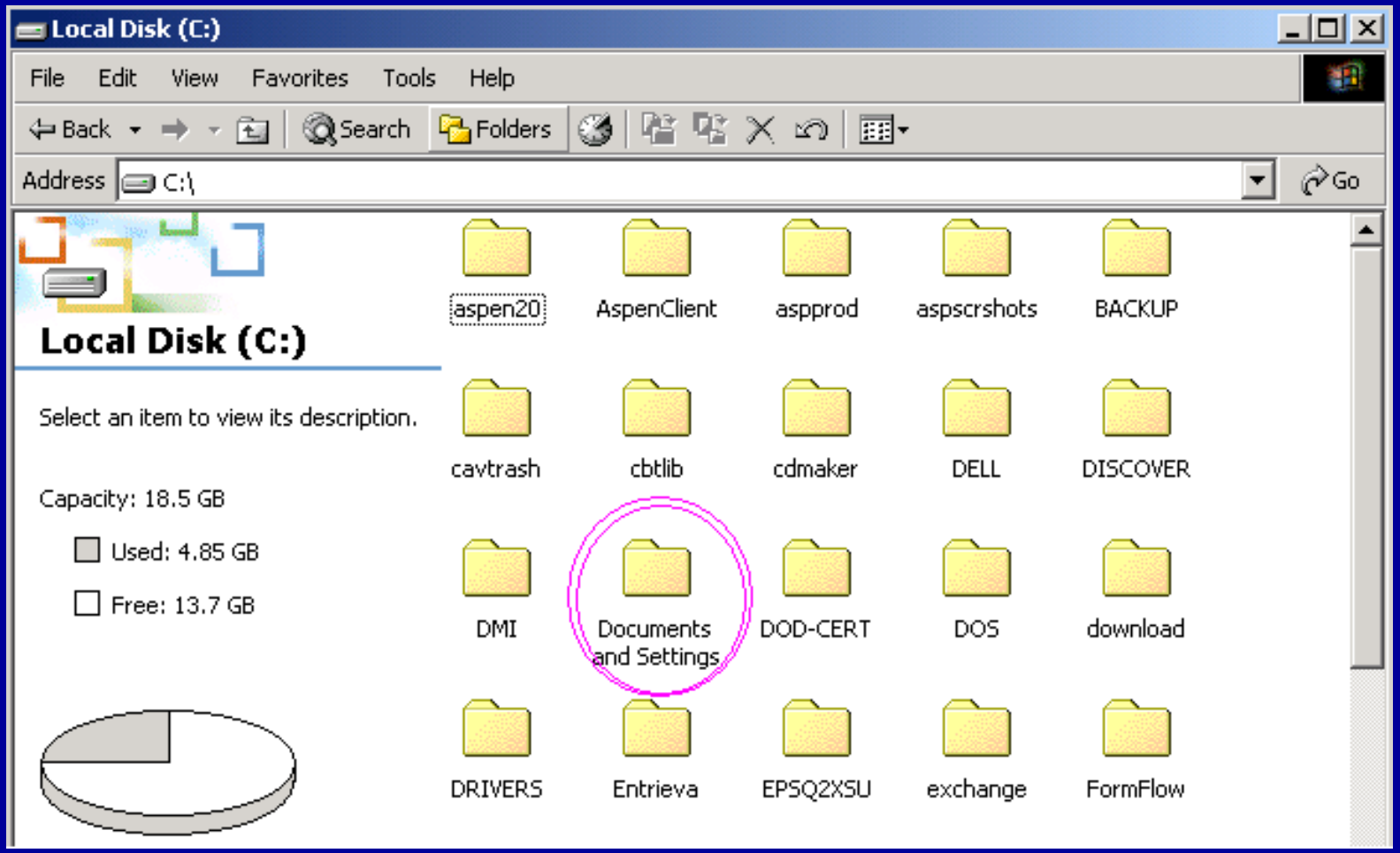
Step 2:

Double Click “Local Disk (C:)



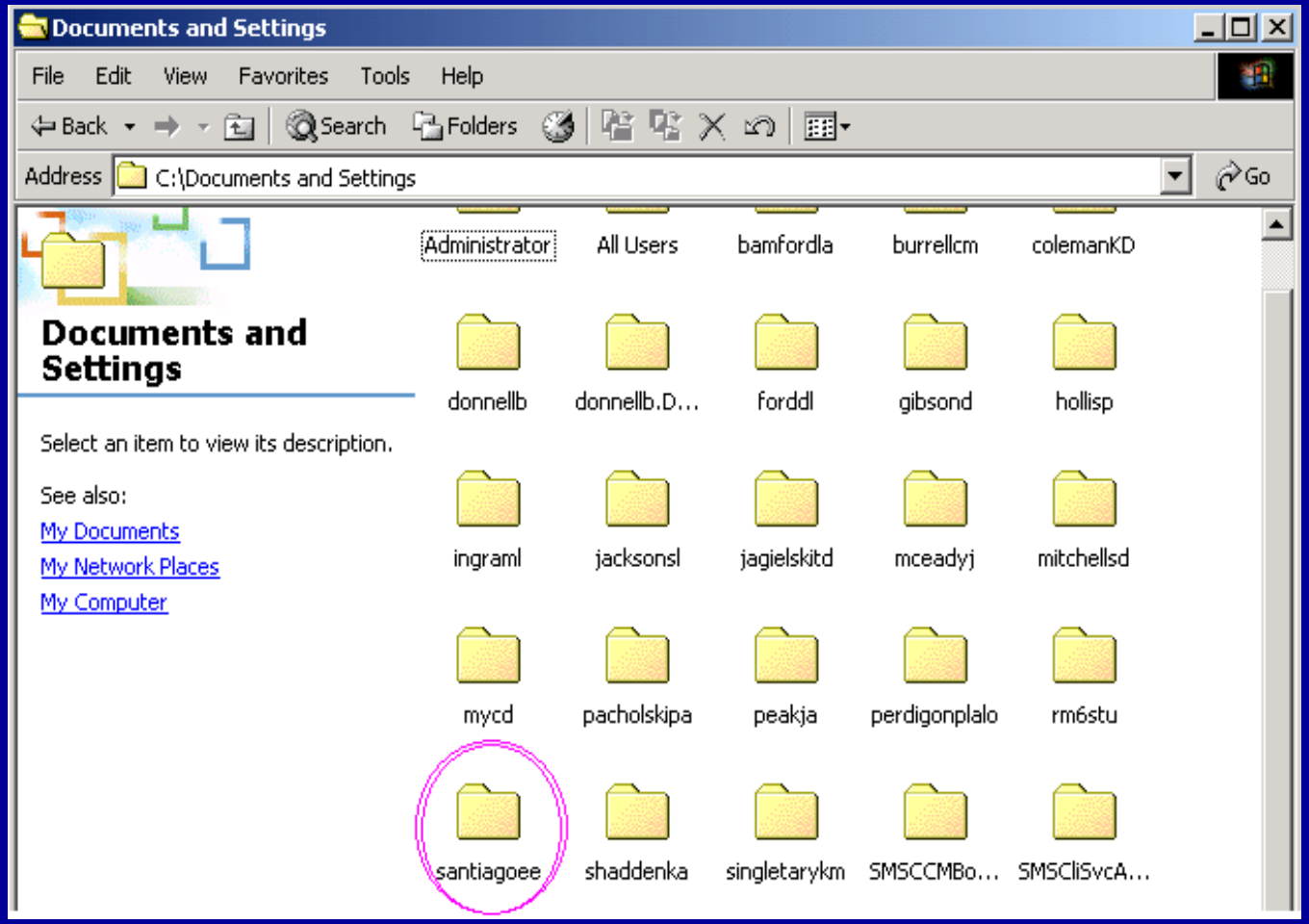
Step 3:

Double Click “Documents and Settings”



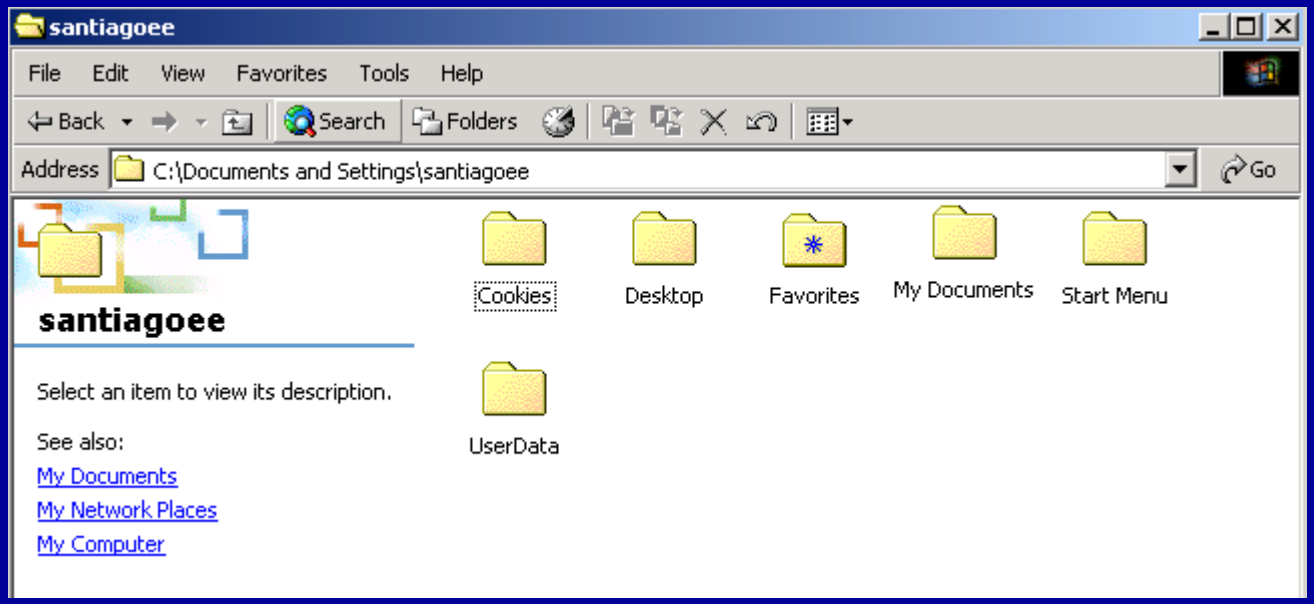
Step 4:

Double Click on your folder.



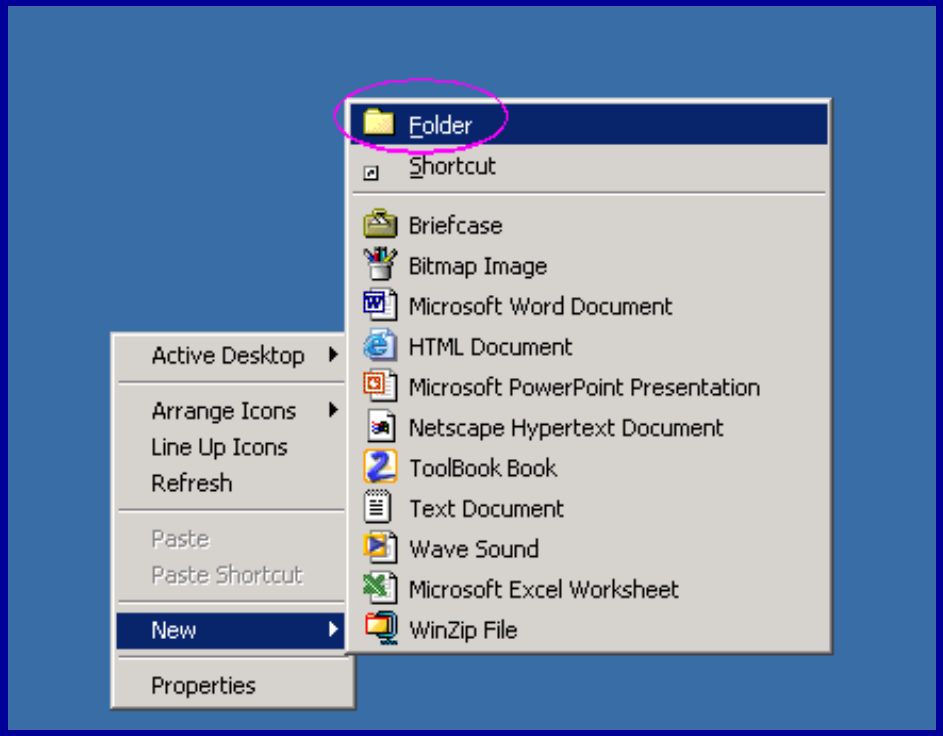
Step 5:

Minimize the window by clicking the “_” in the upper right corner.



Step 6:

Go back to the desktop. Right Click in an open area. Highlight “New” and select “Folder”

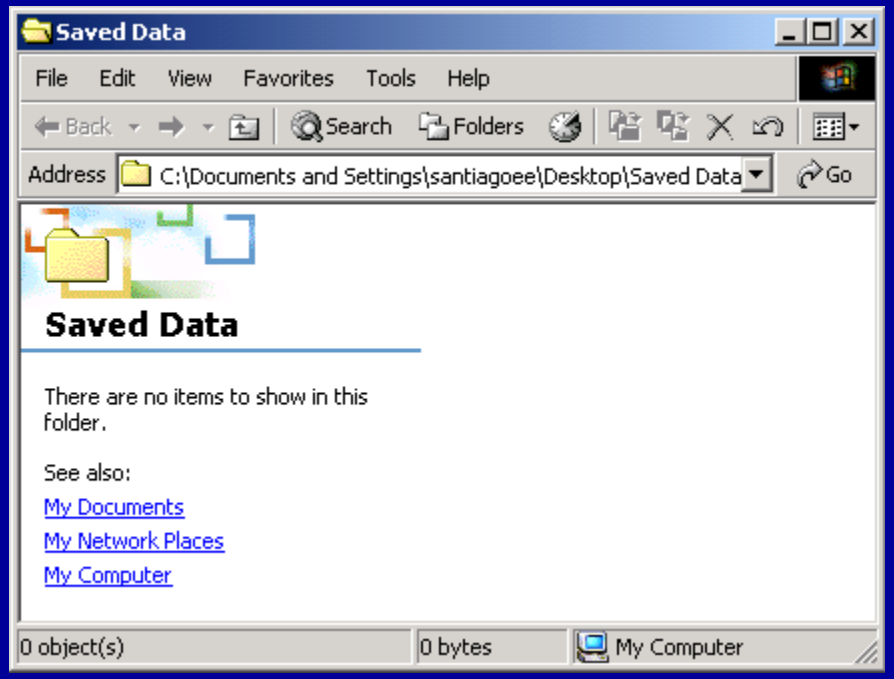


Step 7:

Your new folder will appear. Name it “Saved Data.”

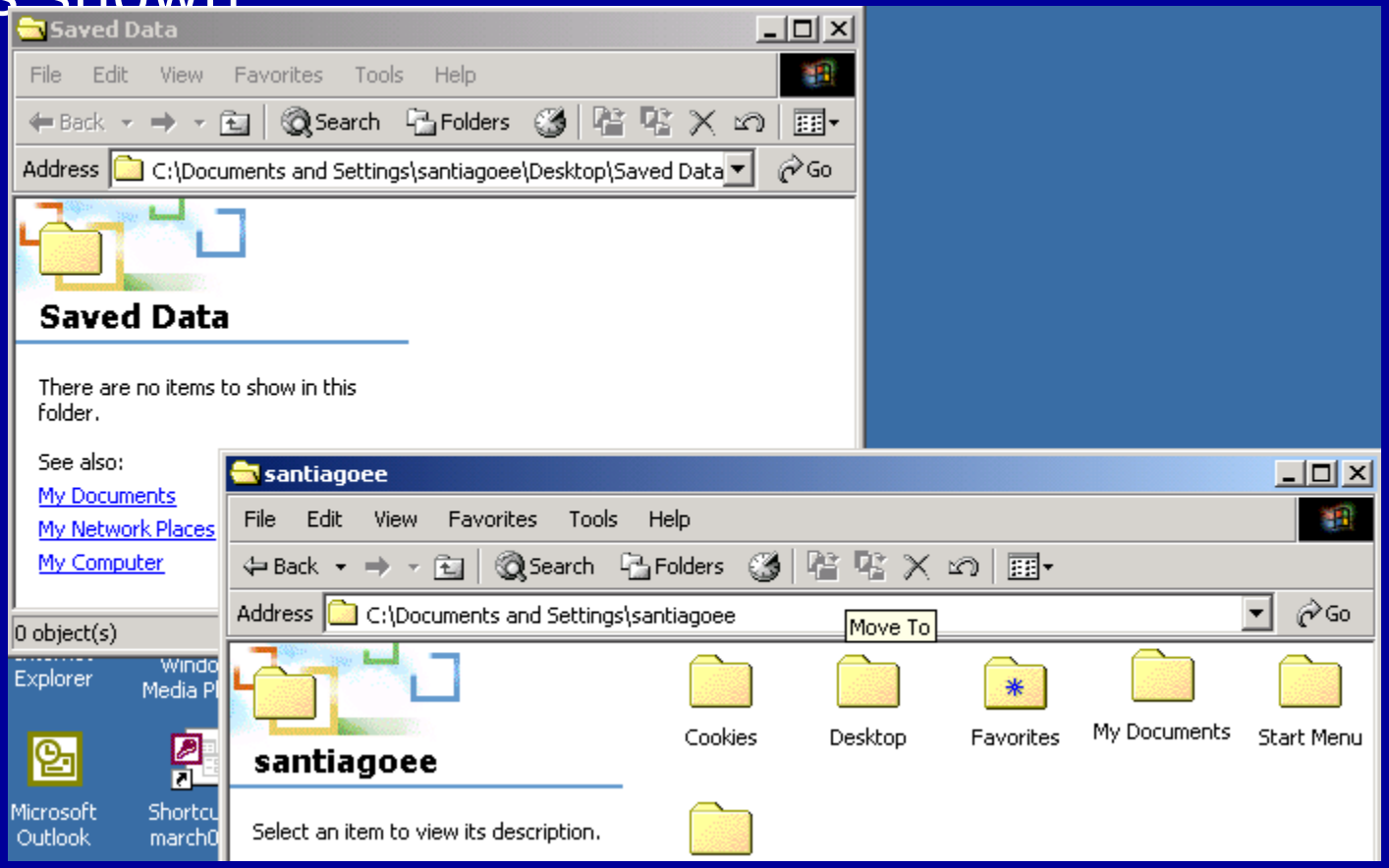
Step 8:

Open “Saved Data” by double clicking it.



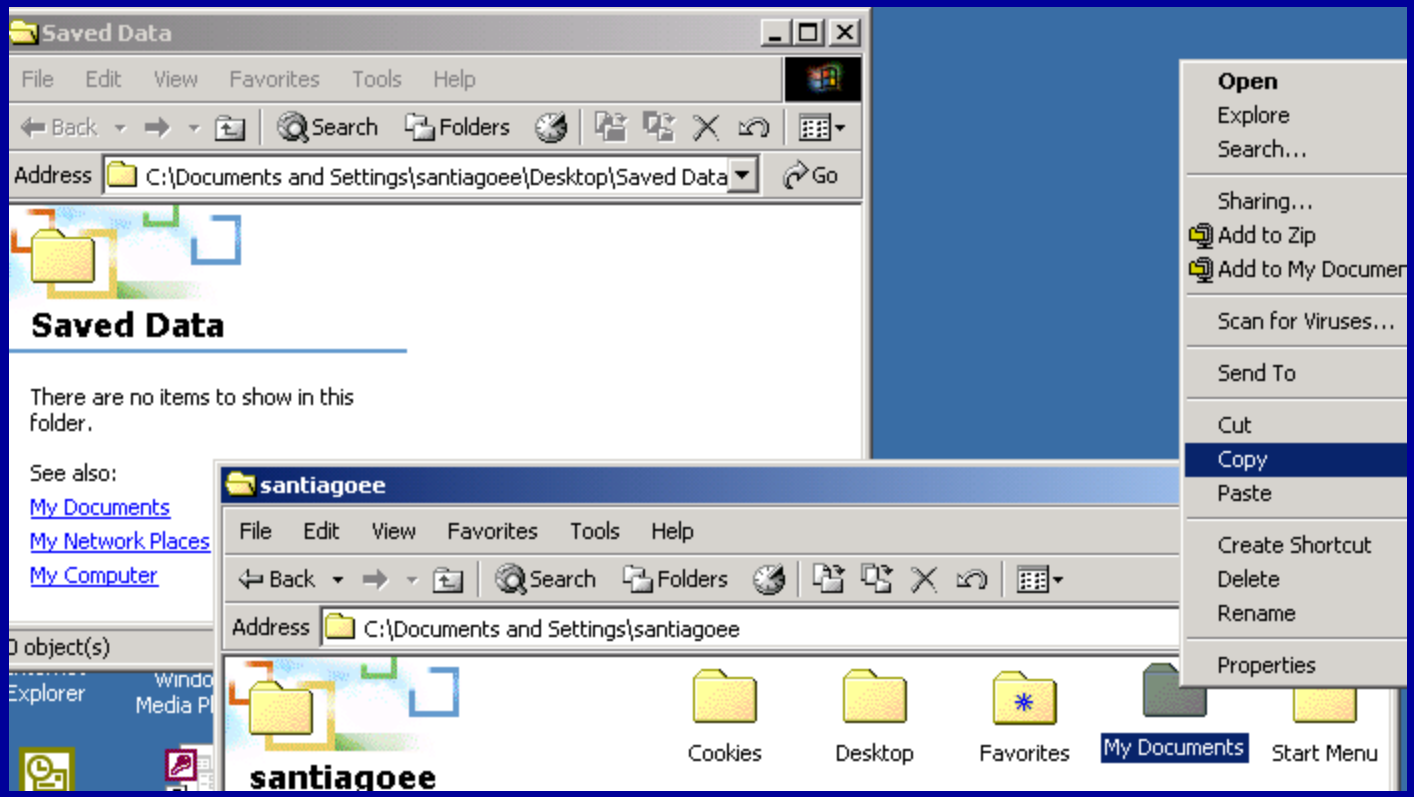
Step 9:

Click on your “username” folder and size the two windows so they will both fit on the screen as shown:



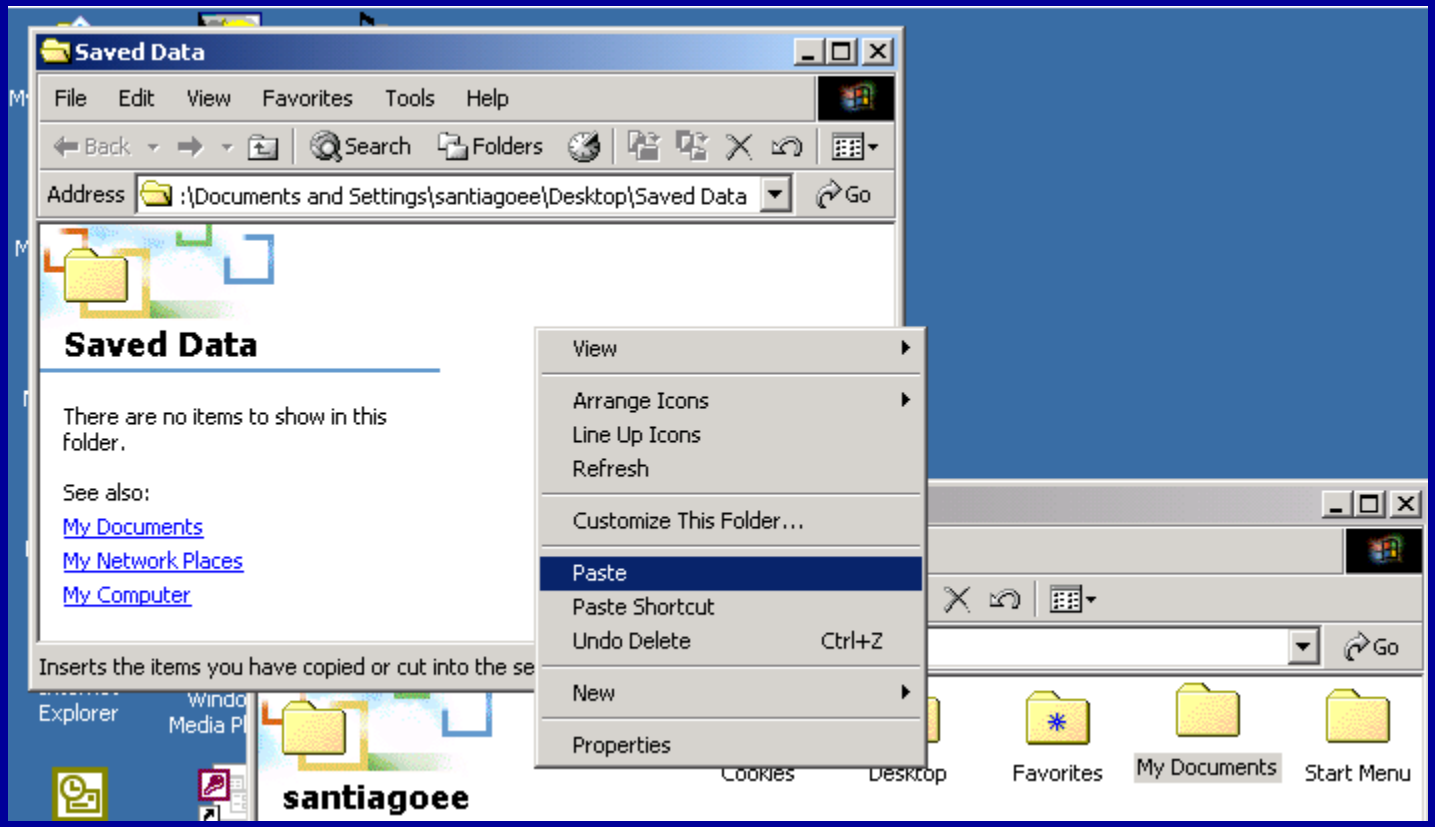
Step 10:

Right Click “My Documents.” Select “Copy.”



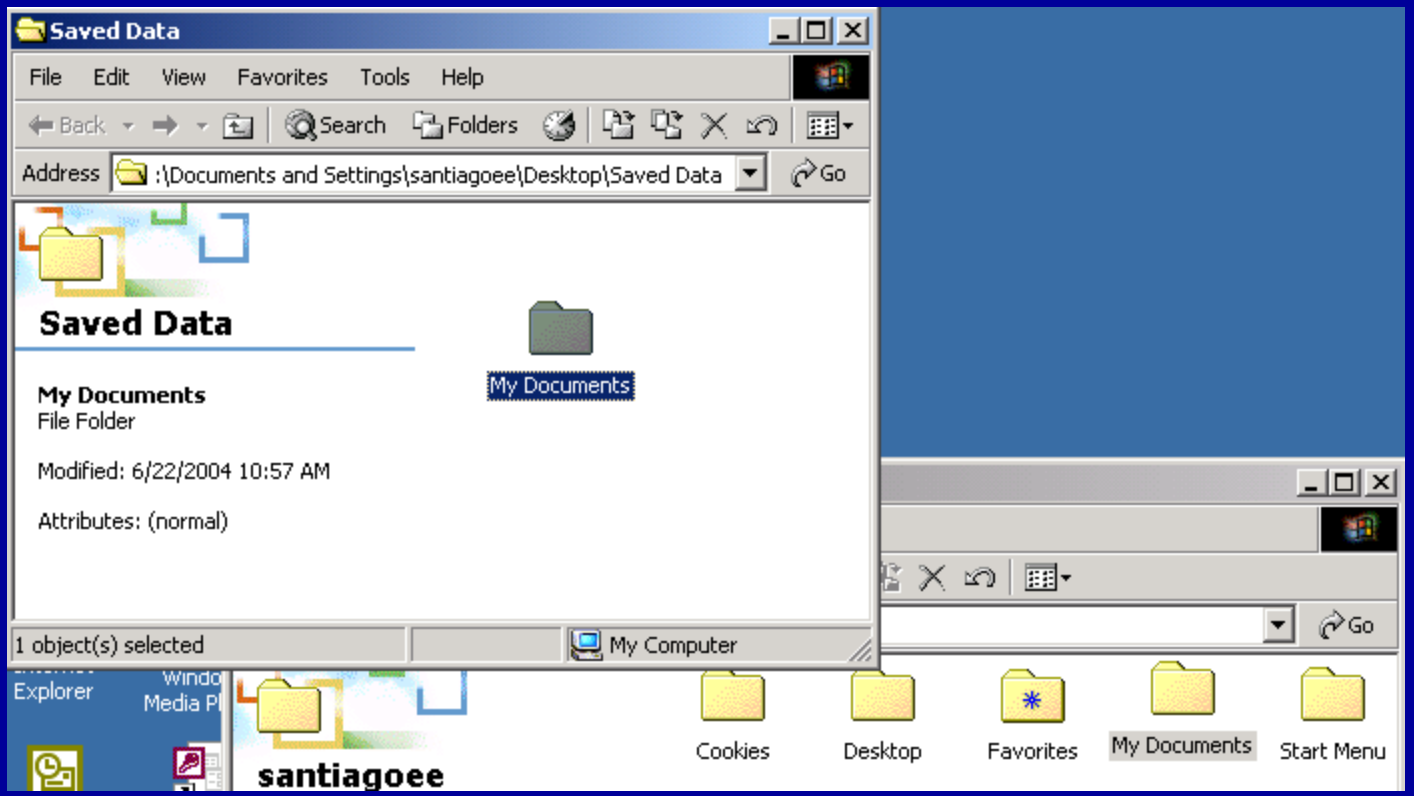
Step 11:

Right Click within the “Saved Data” folder and select “Paste”



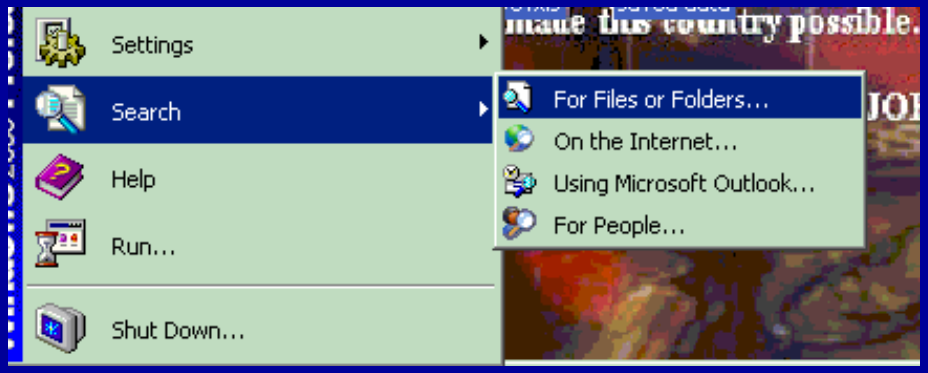
Step 12:

It should look like this:



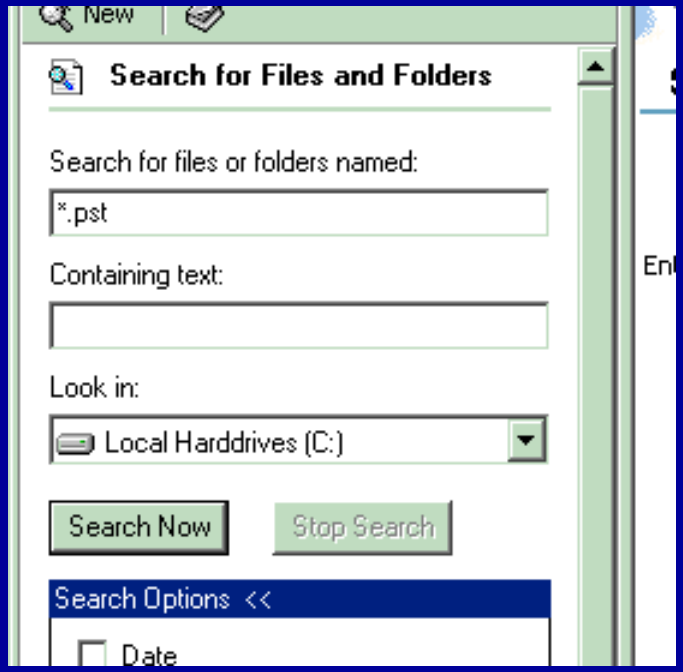
Step 13:

To save personal e-mail folders from Outlook, click “Start,” and go to “Search” then “For Files or Folders.”



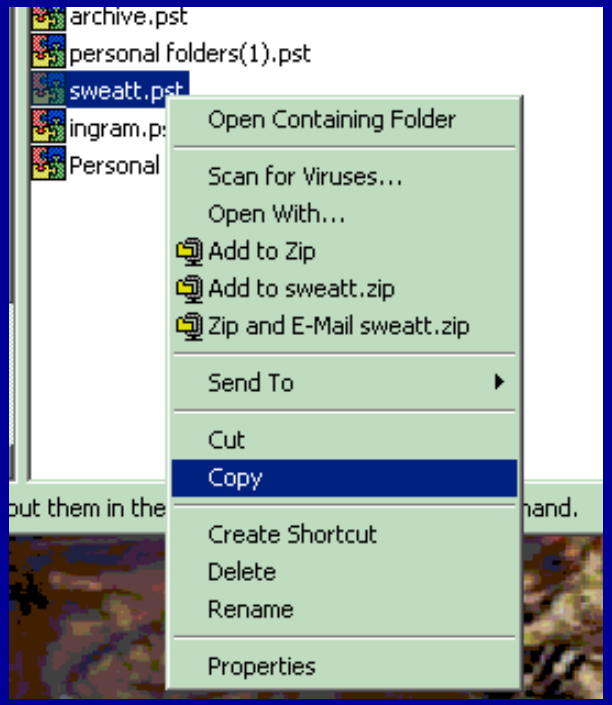
Step 14:

Type in ***.pst** in the “Search for Files or Folders named:” box as shown.



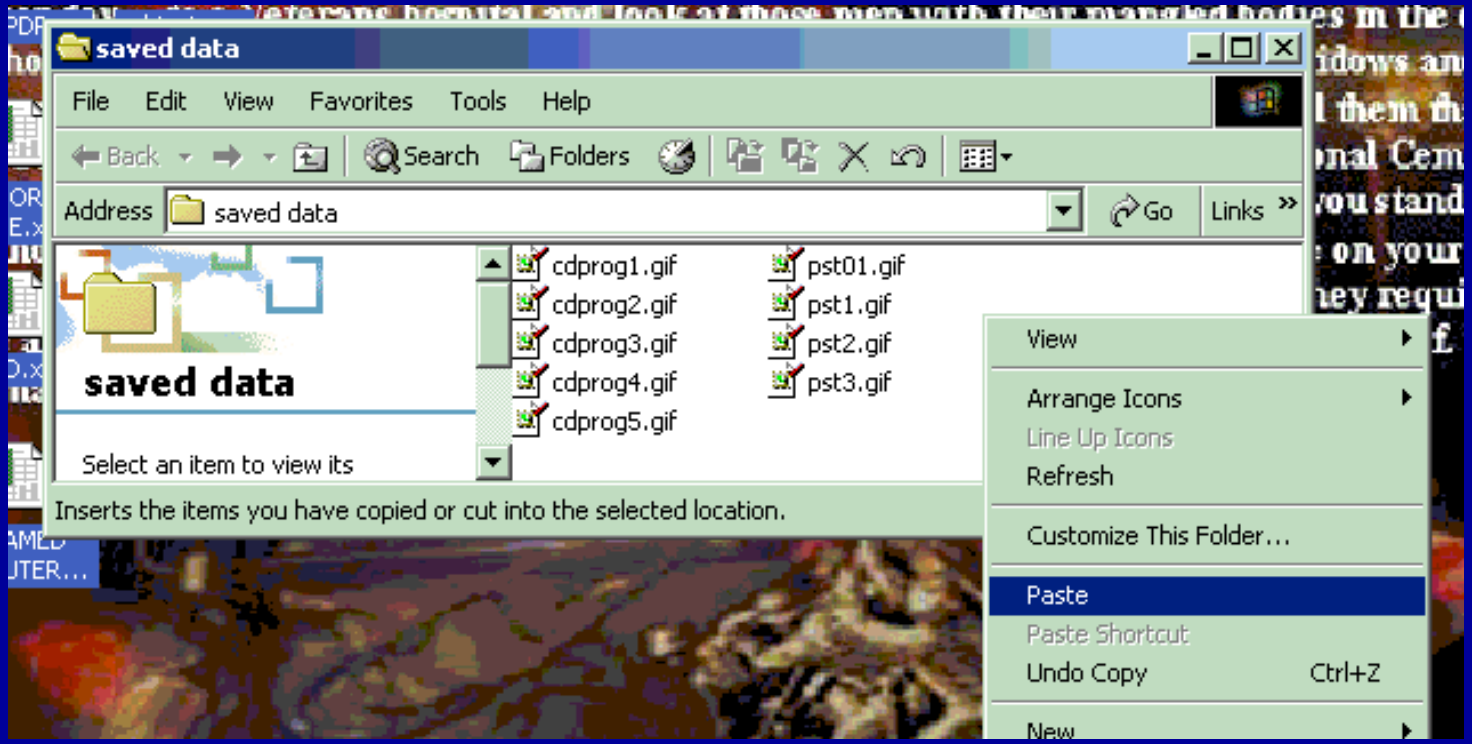
Step 15:

When the search is complete, you should have a list of .pst (personal) files. Right click the one with your username on it and select “Copy.”



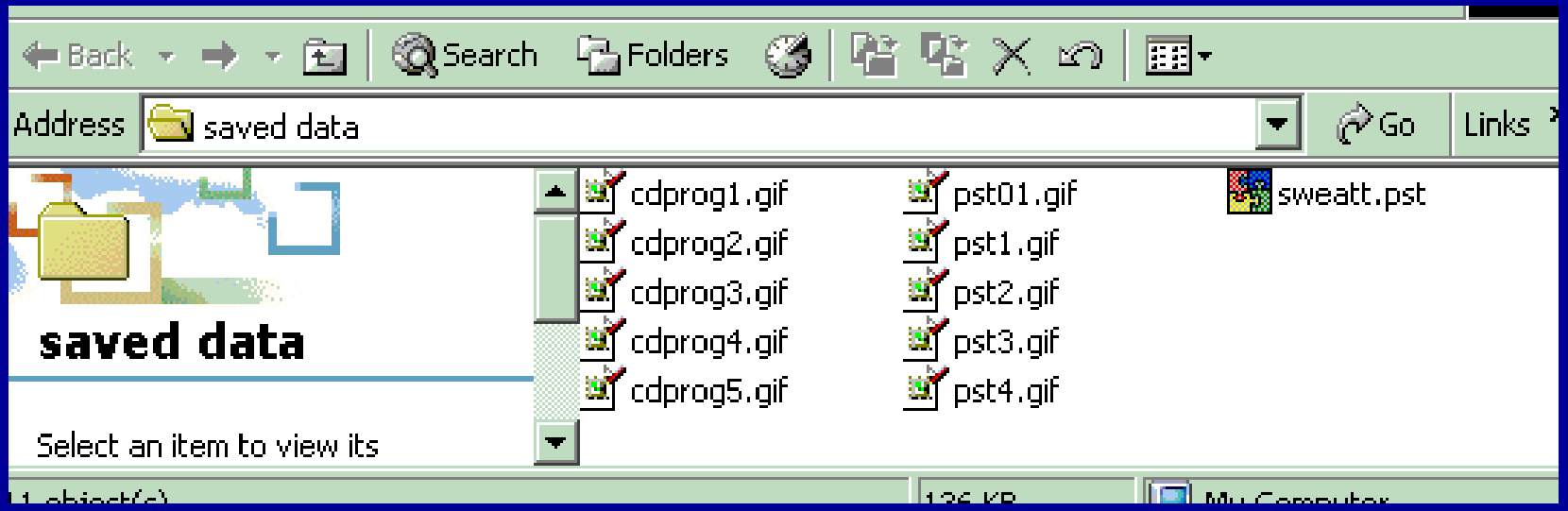
Step 16:

Right click inside the “Saved Data” window and click “Paste.”



Step 17:

This is what your “Saved Data” folder should look like with your .pst file in it.



Step 18:

If you would like to move other data such as “Favorites,” and “Desktop,” follow the same procedure that was used to move “My Documents.”

Step 19:

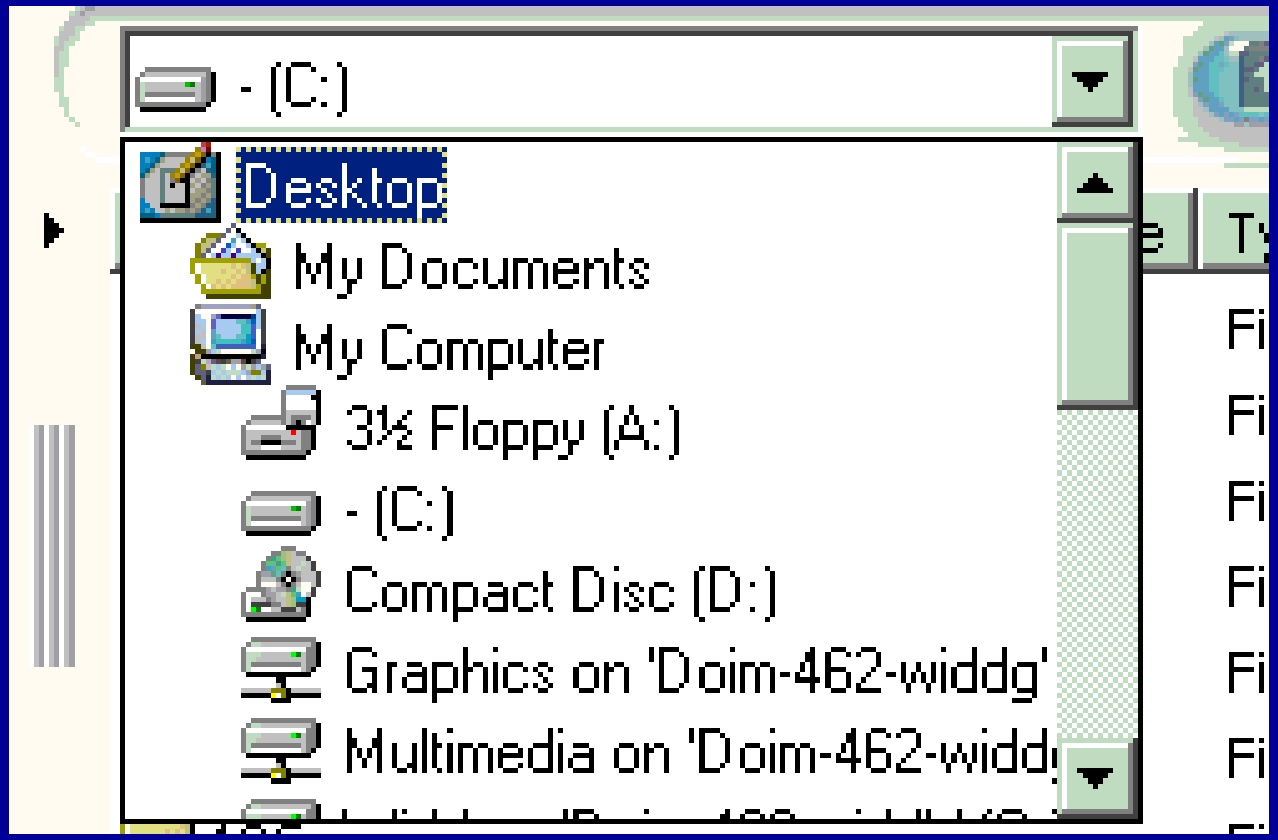
When you are finished moving all of your documents to the “Saved Data” folder on the desktop, you are ready to create a CD. If you do not have a CD burner, copy your saved data folder to a network drive and ask someone with a CD burner to cut you a CD. You can contact SPC Santiago or Charles, tell us where your folder is and we will cut the CD,

Step 20:

Click “Start” – “Programs” – “Roxio Easy CD Creator” – “Applications” – “Easy CD Creator”

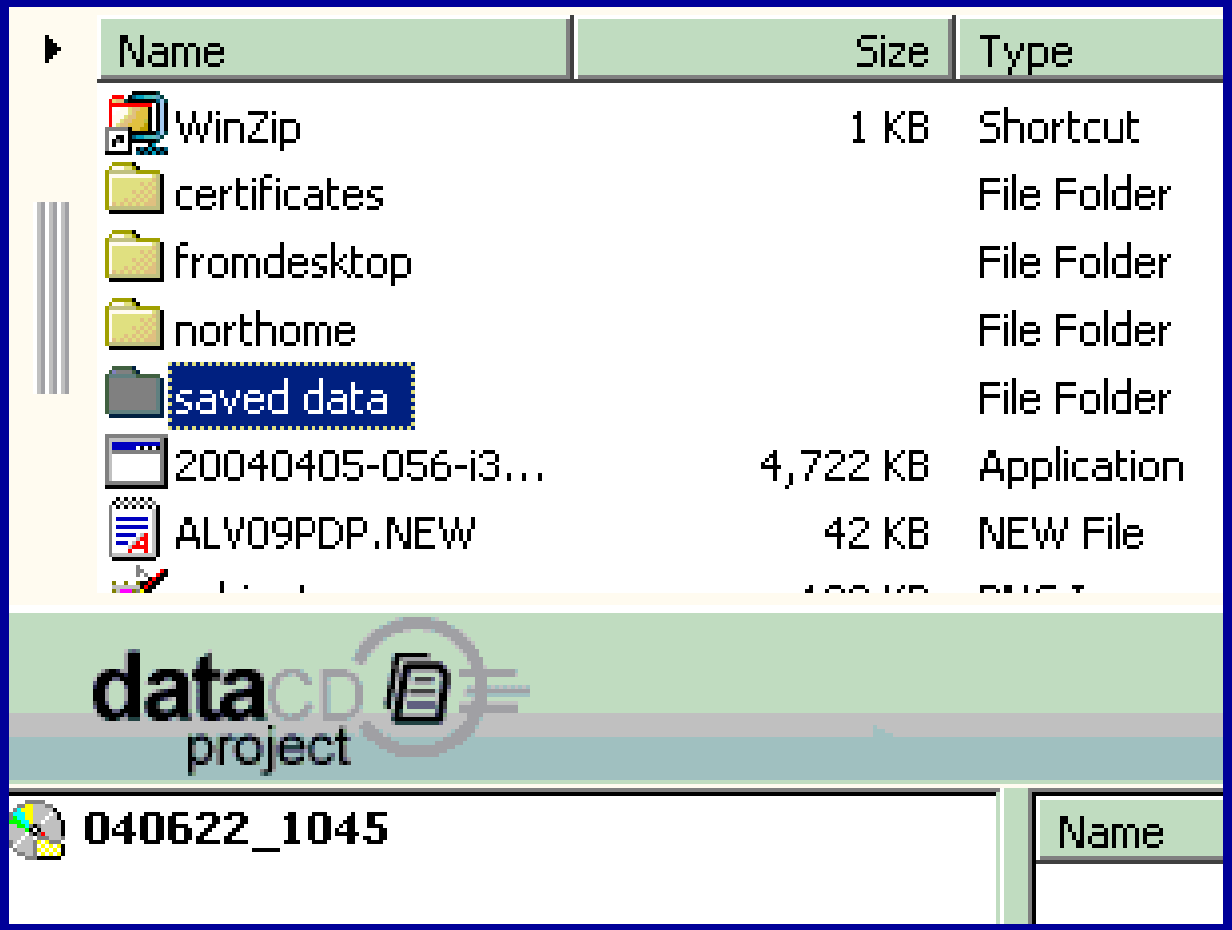
Step 21:

Change the directory from (C:) to “Desktop”



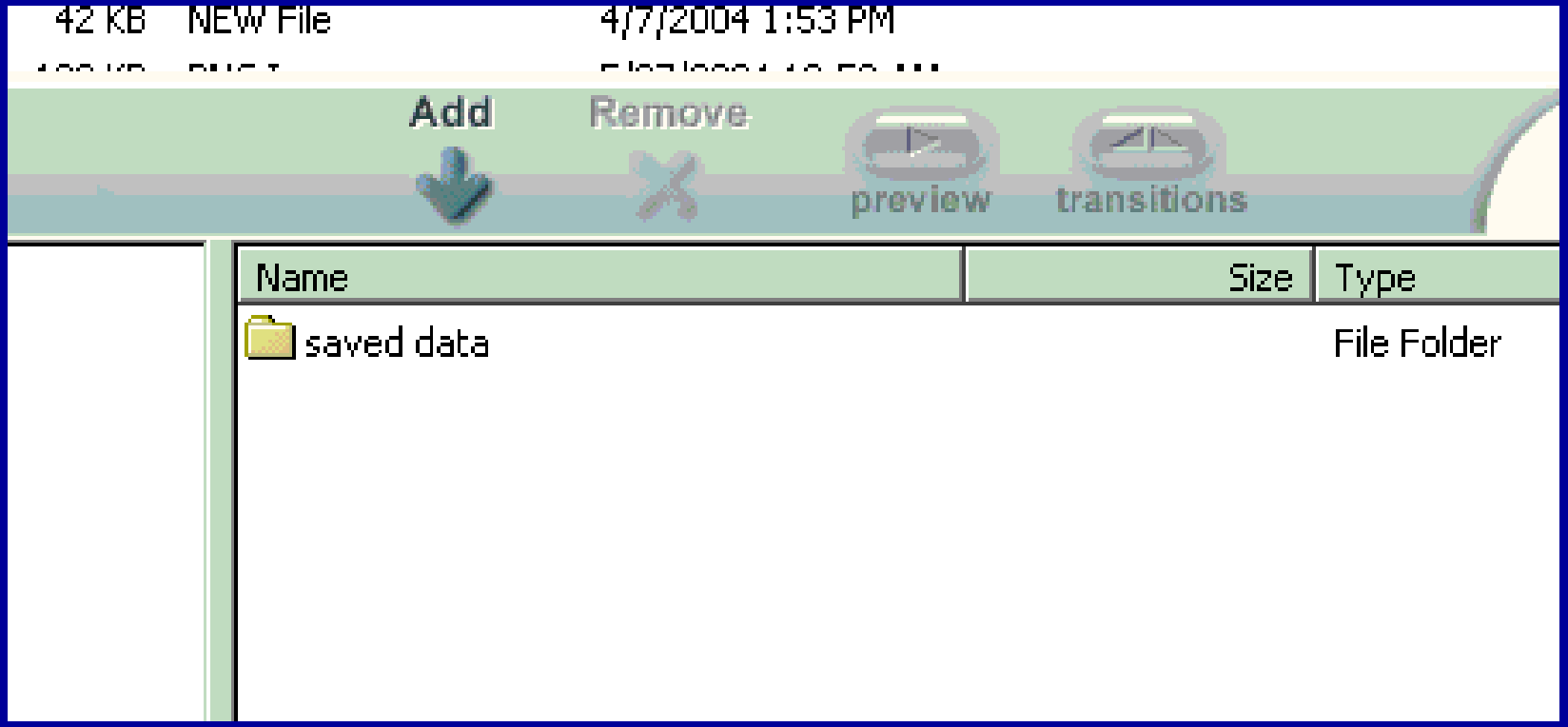
Step 22:

Select the “Saved Data” folder.



Step 23:

When “Saved Data” is highlighted, Click **Add**.



Step 24:

Click **Record**.